

JOB AID

Getting Started with Skillport 8i

OVERVIEW

This Job Aid provides users with information to help compare the current features with the Updated Skillport 8i Interface.

EXPLORE THE HOME PAGE

Once you have signed in to Skillport, the **Home** page displays. The Upgrade will change where items are located, however their names have remained the same. The areas below compare where the areas have been updated.

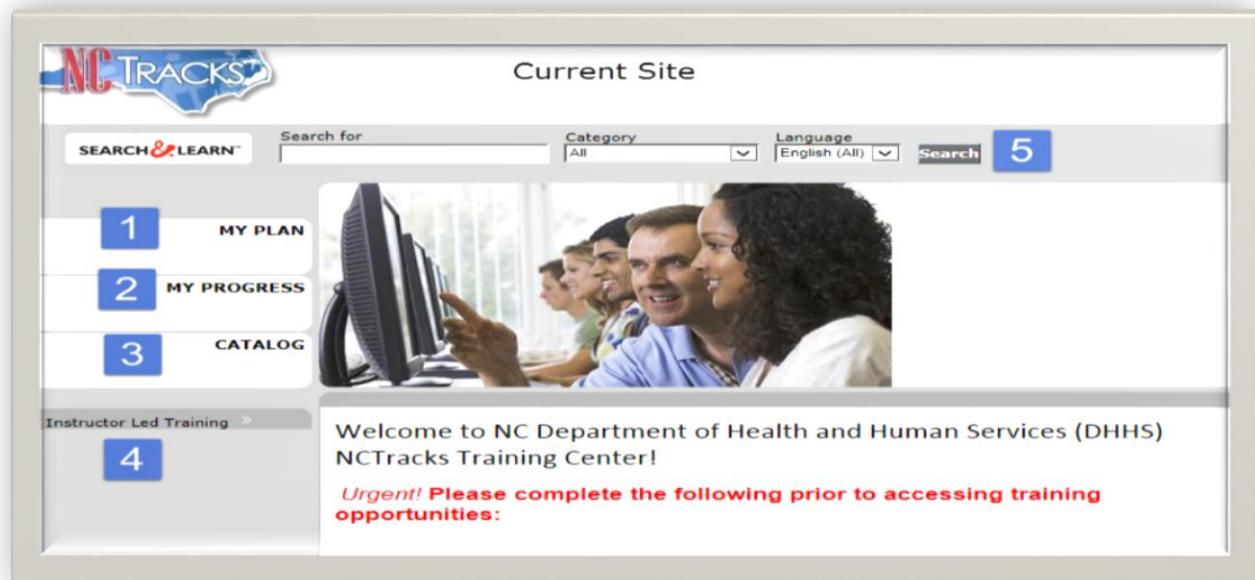


Exhibit 1. Current Skillport Home Page

Field	Description
My Plan	Create a customized learning plan or save training to this area.
My Progress	Review both completed and in-progress learning assets in My Progress. Quickly create print-friendly reports on your learning history and certificates of completion.
Catalog	Browse the Skillport catalog to see what resources are available to you.
Instructor Led Training	Allows users to browse and enroll in upcoming Classroom/Webex Training sessions.
Search	Allows users to search for training documents located within catalog



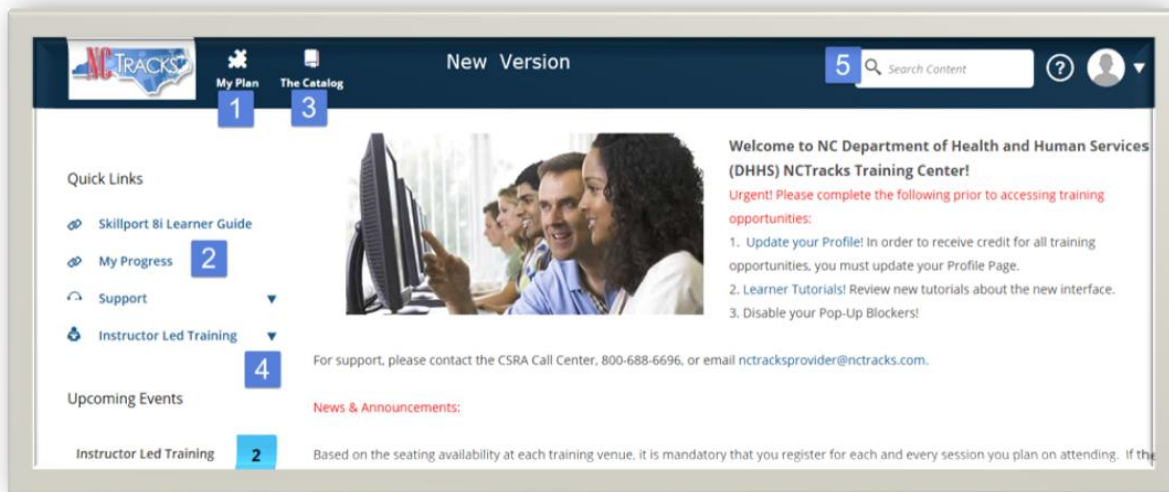


Exhibit 2. New Skillport Home Page

Field	Description
My Plan	Create a customized learning plan or save training to this area.
My Progress	Review both completed and in-progress learning assets in My Progress. Quickly create print-friendly reports on your learning history and certificates of completion.
Catalog	Browse the Skillport catalog to see what resources are available to you.
Instructor Led Training	Browse and enroll in upcoming Classroom Training sessions.
Search	Allows users to search for training documents located within catalog

EXPLORE THE CATALOG

Currently in Skillport, you can find content by clicking “**Catalog**” and selecting a subject from the homepage. Content has been organized under NC Track Training Catalog.

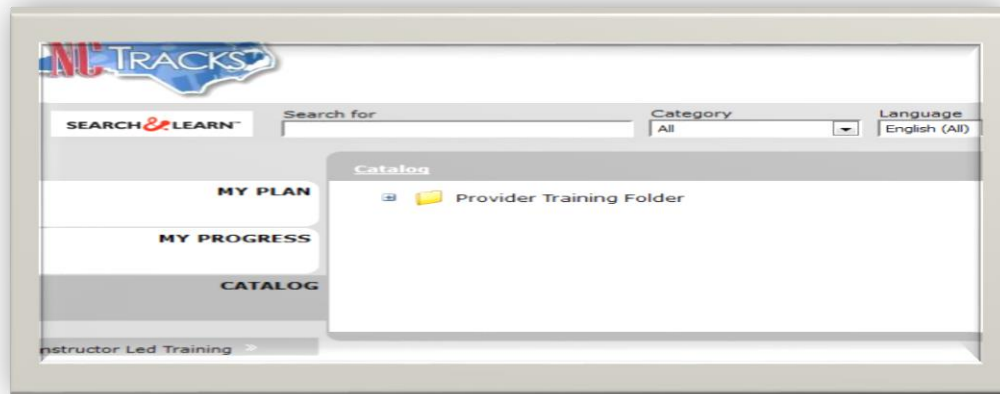


Exhibit 3. Current Catalog View

After May 26, 2017, you can find content by clicking “**The Catalog**” and selecting a subject from the homepage. Content has been organized under NC Track Training Catalog.

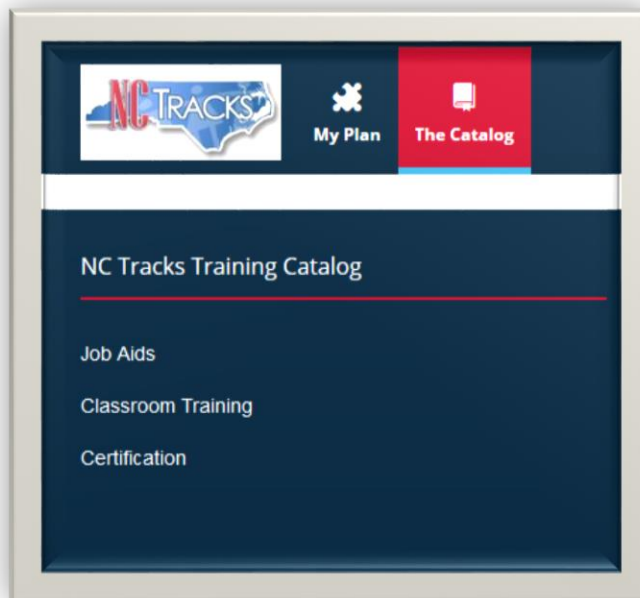


Exhibit 4. New Catalog View

NEW SKILLPORT FEATURES – RECENTLY VIEWED

On May 26, 2017, the home page will update with any content that you have recently launched. It will continue to refresh each time an asset is launched. This will show in the middle of the home page after you start accessing content.

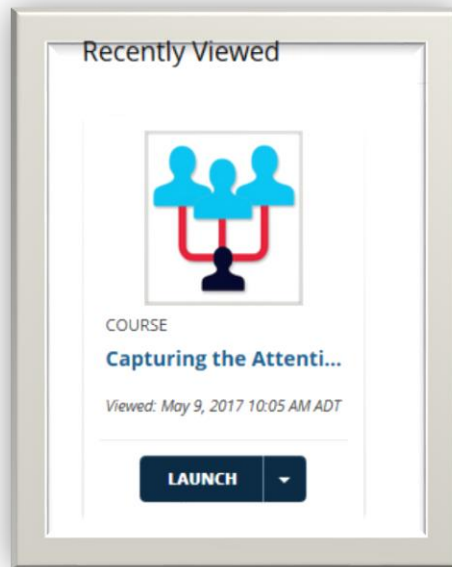


Exhibit 5. Recently Viewed

NEW FEATURES – RECOMMENDED FOR YOU

On May 26, 2017, the home page will update after you launch content with additional recommendations. These recommendations are analyzed from your user trends. The content you search, launch, and browse. The more content you launch the better the system can recommend training areas.

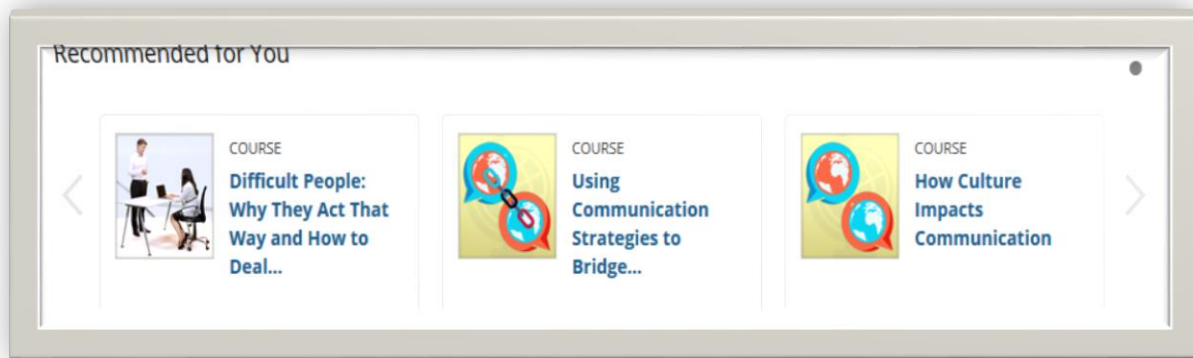


Exhibit 6. Recommended for You